

Greater Dandenong Policy

Service Recognition Policy and Procedure

File Number:	18/02/02/050-01	Directorate:	Corporate Services
Authority:	CEO	Responsible Officer:	OD Consultant
Policy Type:	OD	Version Number:	July 2018
Approval Date:	February 2005	Biennial Review Date:	July 2022

1. Purpose

Why does Greater Dandenong reward long service?

This policy aims to recognise and reward long periods of service by employees of the City of Greater Dandenong (Council). It was developed to foster strong employee relations and recognise the valuable contribution of its long-term employees.

2. Scope

To whom does this policy apply?

This policy applies to all Council employees engaged via Council's payroll and is in addition to an employee's entitlements under the relevant long service leave provisions.

The service recognition date for the purposes of this policy is inclusive of all service with this Council (i.e. City of Greater Dandenong or its predecessors City of Springvale and City of Dandenong). The date of eligibility will be adjusted for any extended periods of unpaid leave. Enquiries regarding your eligibility date can be directed to Payroll.

3. Council Policy

a) Recognition

When and where does the presentation take place?

After 5 years of continuous service with Council, employees will be offered a morning or afternoon tea, to be held within the business unit. Where practicable the presentation should be made within one month of the employee reaching their anniversary.

After reaching 10, 20, 30 or 40 years of continuous service with Council, employees will be offered a formal presentation with a catered morning or afternoon tea in the workplace at which they will be presented with a letter under seal. The employee can invite a range of attendees (please see below) to celebrate this event. Where practicable the presentation should be made within one month of the employee reaching their anniversary. The timing of this event may be varied by arrangement between the employee and their respective manager.

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Individual staff may wish to donate the value of their service recognition payment to a charity affiliated with Council's Staff Giving Scheme. Staff can indicate this on the Service Recognition Payment Form so that Payroll can redirect the amount to that organisation. The list of charities affiliated with the Staff Giving Scheme can be found on Webstar under HRConnection\SalarySacrifice&PayrollDeductions\StaffGivingPrograms

b) Attendees

Who should attend?

In addition to their colleagues, past and present, the qualifying employee may invite their partner and immediate family members (if applicable). For service increments of 10 years or greater, recipients should consider inviting representatives of Council and management to celebrate such a milestone achievement. Councillors [including the Mayor], the CEO and managers should be invited and given the opportunity to present the service award or attend the event to recognise the achievements of the recipient during their service.

c) Organisation and Responsibilities

Who is responsible for what?

Taking into account the availability of relevant staff, the Manager / Business Unit Leader will arrange for:

1. completion of the Service Recognition Payment Form;
2. the organisation of the function including invitations;
3. preparation of the letter under seal; and
4. delivery of appropriate speeches.

Managers will be notified [quarterly] by Organisational Development with a list of employees in their departments who will become eligible in the following quarter under this policy.

d) Reward

What payment options are available?

All employees of Council who reach the continuous years of service milestones (as specified above) will receive a monetary award made via payroll. Employees should nominate their preferred method of payment by completing and submitting the Service Recognition Payment Form (available on Webstar). The available payment options include:

1. Payment into bank account (after tax)
2. Salary Sacrifice into Superannuation (before tax)
3. Superannuation contribution (after tax)

How much is offered?

All employees of Council who complete:

- 5 years continuous service will receive a payment of \$150;
- 10 years continuous service will receive a payment of \$400;
- 20 years continuous service will receive a payment of \$750;
- 30 years continuous service will receive a payment of \$1,000;
- 40 years of continuous service will receive a payment of \$1,500.

Payments will be made via the next payroll run after the employees entitlement date has passed and once Payroll have received the employee's complete Service Recognition Payment Form.

4. Related Documents

- Other relevant documents.
- Council Plan
 - Council's Welcome Aboard booklet,
 - Greater Dandenong City Council Enterprise Bargaining Agreement
 - Service Recognition Payment Form (available on WebStar)
 - Victorian Local Authorities Award, 2001 and other relevant Awards
 - Catering and Civic Support Policy